

RESOLUTION NO. 2021-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE PUBLIC HEALTH OFFICER CLASS SPECIFICATIONS AND THE PAY GRADE FOR SAID CLASSIFICATION

WHEREAS, the Los Angeles County Department of Public Health has historically provided public health services to the City of West Covina; and

WHEREAS, the West Covina City Council desires to establish a local health department to establish local control over public health issues and better serve the community; and

WHEREAS, as the City has taken action to stop consenting to the County Public Health Officer’s enforcement of health orders, regulations and statutes and is establishing a Local Health Department, the City is taking the necessary steps to create the position of Health Officer within the City of West Covina; and

WHEREAS, the Public Health Officer will be an exempt position as a Department Head; and

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department determined it is necessary to establish specifications and compensation for the Public Health Officer classification; and

WHEREAS, on April 7, 2021, the Human Resources Commission reviewed and made recommendations on minor changes to the job specifications approved the Public Health Officer class specifications, as set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, on April 7, 2021, the Human Resources Commission also reviewed and approved the salary grade for the Public Health Officer classification as set forth below; and

Step	1	2	3	4	5
Monthly	\$12,864	\$13,507	\$14,183	\$14,892	\$15,637
Annual	\$154,368	\$162,084	\$170,196	\$178,704	\$187,644

WHEREAS, the City Council desires to approve the Public Health Officer classification and the pay grade for said classification.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves the Public Health Officer classification.

**SECTION 2.** The City Council hereby approves the class specifications attached hereto as Exhibit A.

**SECTION 3.** The City Council hereby approves the following revised salary grade for the Public Health Officer classification:

<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Monthly	\$12,864	\$13,507	\$14,183	\$14,892	\$15,637
Annual	\$154,368	\$162,084	\$170,196	\$178,704	\$187,644

**SECTION 4.** The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

**APPROVED AND ADOPTED** this 20th day of April, 2021.

\_\_\_\_\_  
Letty Lopez-Viado  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

\_\_\_\_\_  
Thomas P. Duarte  
City Attorney

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Lisa Sherrick  
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2021-29 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 20th day of April, 2021, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lisa Sherrick  
Assistant City Clerk

**EXHIBIT A**  
**JOB DESCRIPTION**